



Subject: New and Revised Materials Management & Reporting uPerform Business Process Procedures Now Available

Audience: AST Leads, Finance Directors, Procurement Directors, HR Directors

The SCEIS Training Team is pleased to announce new uPerform Business Process Procedures (BPPs) in the areas of Materials Management and Reporting. Below, we have provided information on the topics of the new BPPs, navigation instructions and links to help users access them.

Materials Management

Updated BPP instructions are now available for the following Materials Management procedure: Using Supplier Relationship Management (SRM) Process Bid: How Vendors Respond to a Bid Invitation.

Direct Link: <https://upperform.sc.gov/gm/folder-1.11.20131?originalContext=1.11.11626>

Navigation Instructions from the SCEIS Homepage (www.sceis.sc.gov):

1. Point your mouse to "Training" in the left-hand navigation bar, then select "SCEIS uPerform" from the menu that appears.
2. Once you reach the uPerform site, select "Materials Management (MM)" from the Areas list.
3. From the Materials Management (MM) page, select "Vendor Information."
4. When you reach the Vendor Information page, scroll down choose the BPP you need: "SRM Process Bid (How Vendors Respond to a Bid Invitation)."

Reporting

New Business Warehouse (BW) Reporting Quick Reference Cards (QRC) are now available on: layout, creating a variant, running SCEIS reports in the background or scheduling SCEIS reports.

Direct Link: <https://upperform.sc.gov/gm/folder-1.11.20134>

Navigation Instructions from the SCEIS Homepage (www.sceis.sc.gov):

1. Point your mouse to "Training" in the left-hand navigation bar, then select "SCEIS uPerform" from the menu that appears.
2. Once you reach the uPerform site, select "Reporting" from the Areas list.
3. From the Reporting page, select "Tips and Tricks – Quick Reference Cards (QRCs) for Reporting."
4. When you reach the Tips and Tricks – Quick Reference Cards (QRCs) for Reporting page, choose the QRC you need:
 - "Changing the layout of SCEIS Reports QRC",
 - "Creating Variants for SCEIS Reports QRC",
 - "Running SCEIS Reports in Background QRC", or
 - "Scheduling SCEIS Reports QRC."

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link:

<http://sceis.sc.gov/requests/>.